



Paul D. Joyce, CPA
State Examiner

INDIANA STATE BOARD OF ACCOUNTS

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January 16, 2025

Charter School Board
Invent Learning Hub, Inc.
Marion County, Indiana

We have reviewed the Supplemental Audit Report for the Invent Learning Hub, Inc. prepared by Donovan CPAs, Independent Public Accountants, for the period July 1, 2023 to June 30, 2024. In our opinion, the Supplemental Audit Report was prepared in accordance with the guidelines established by the Indiana State Board of Accounts.

We call your attention to the findings in the report on page 3. Management's response is on page 5.

The report is filed with this letter in our office as a matter of public record.

A handwritten signature in black ink that reads "Tammy R. White".

Tammy R. White, CPA
Deputy State Examiner

Supplemental Audit Report of

Invent Learning Hub, Inc.
Marion County, Indiana

July 1, 2023 to June 30, 2024



Invent Learning Hub, Inc.

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Invent Learning Hub, Inc.
Marion County, Indiana
School Officials
July 1, 2023 to June 30, 2024

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chair of Board of Directors	Paul Smith	07/01/23 – 06/30/24
Executive Director	Aleicha Ostler	07/01/23 – 06/30/24
Treasurer of Board of Directors	Trevor Butler	07/01/23 – 06/30/24



Donovan CPAs

The Board of Directors
Invent Learning Hub, Inc.
Indianapolis, Indiana

We audited the financial statements of Invent Learning Hub, Inc. (the School) as of and for the year ended June 30, 2024 and issued our report thereon dated November 15, 2024. As part of our audit, we tested the School's compliance with provisions of the *Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools* issued by the Indiana State Board of Accounts and related provisions of laws, regulations, contracts and grant agreements. Reported in the Audit Results and Comments are matters we believe the School was not in compliance with those provisions.

Donovan CPAs
Indianapolis, Indiana
November 15, 2024

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Invent Learning Hub, Inc.
Marion County, Indiana
Audit Results and Comments
July 1, 2023 to June 30, 2024

Required Reports – Average Daily Membership

The School did not submit the February 2024 Average Daily Membership (ADM) report. The cause of the unsubmitted ADM report is School administrators not signing off on it timely.

The Organizer is responsible for reporting ADM to the Indiana Department of Education (IDOE). The ADM Summary Report shall provide a written certification of ADM to properly document responsibility. The ADM Summary Report must be signed by the Superintendent/Principal/Director of Schools and the Trustee/Corporate Treasurer and be uploaded to IDOE for each reporting period in the fiscal year. Supporting documentation of enrollment and attendance/engagement information by grade and school must be maintained for audit. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 9)

Vendor Disbursements

During our testing of the School's compliance with credit card policies and procedures, we noted multiple instances of sales tax being paid. The total sales tax paid amounted to \$496.81.

Charter schools are eligible for an exemption from the state sales tax on purchases. To obtain the exemption for a Sales Tax Exemption Certificate, application shall be made to the Sales Tax Division of the Department of Revenue. This certificate must be presented at the time a purchase is made to avoid paying sales tax. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10)

Invent Learning Hub, Inc.
Marion County, Indiana
Exit Conference
July 1, 2023 to June 30, 2024

The contents of this report were discussed on November 15, 2024 with Aleicha Ostler (Executive Director) and Kim Tarin (Outsourced Consultant with Center for Innovative Education Solutions). The official response has been made a part of this report and may be found on page 5.



November 15, 2024

Donovan CPAs
9292 N. Meridian Street, Suite 150
Indianapolis, IN 46260

Subject: Response to Audit Findings

We appreciate your feedback and the opportunity to address the findings outlined in the FY2024 Supplemental Audit Report. Below are our responses and action plans to ensure compliance moving forward:

Finding 1: Required Reports – Average Daily Membership (ADM)

We acknowledge that the February 2024 ADM report was not submitted due to delays in obtaining the required sign-offs. We understand the critical importance of timely submission and certification of ADM reports to the Indiana Department of Education (IDOE).

Action Plan:

1. **Revised Approval Process:** We are implementing an internal deadline for ADM report completion and sign-off at least one week before the official IDOE submission deadline.
2. **Role Assignments:** Specific administrators have been designated to oversee the ADM process to ensure timely preparation, review, and submission.
3. **Monitoring and Reminders:** We will incorporate automated reminders and a compliance checklist to ensure no delays occur.

Timeline:

These changes will be implemented immediately, ensuring compliance for the next reporting period.

Finding 2: Vendor Disbursements – Sales Tax Paid

We recognize that the payment of sales tax on multiple transactions, totaling \$496.81, was an oversight. As a charter school, we are committed to utilizing our sales tax exemption for all applicable purchases.

Action Plan:

1. **Staff Training:** All staff involved in purchasing will receive training on how to use the Sales Tax Exemption Certificate. This includes ensuring vendors are presented with the certificate at the time of purchase.
2. **Vendor Communication:** We will proactively provide our Sales Tax Exemption Certificate to all vendors we regularly use.
3. **Enhanced Review Process:** Credit card transactions will now be reviewed monthly to ensure no sales tax has been paid. Any errors will be immediately rectified.

Timeline:

Training and process updates will be completed by January 30, 2025. Regular reviews are underway and will continue as part of our standard procedures.

We are confident that these steps will address the findings and help us maintain compliance with all applicable guidelines. Please let us know if further clarification or additional documentation is required.

Thank you for bringing these matters to our attention and for your continued support.

Best regards,

A handwritten signature in cursive script that reads "Aleicha Ostler".

Aleicha Ostler
Executive Director
Invent Learning Hub